



DATE: November 2015

TO: Local Government Officials

FROM: State of Minnesota  
Minnesota Management & Budget  
Pay Equity Office

RE: **PAY EQUITY REPORT DUE JANUARY 31, 2016**

The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920 require local government jurisdictions to submit a pay equity report to the State of Minnesota every three years. **Your next report is due January 31, 2016.** This report must show data in place as of December 31, 2015. Any reports submitted after January 31, 2016, will be out of compliance. There are no provisions in the law for any up-front exceptions to the deadline.

Do not report elected officials. Do not report employees working less than 67 days in a calendar year (100 days for a full-time student) or employees averaging 14 hours worked per week, or less, during the weeks they are scheduled to work. If your jurisdiction has no employees to report, send an email to [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) by January 31, 2016, to inform us.

**Pay Equity Software Instructions:**

To access the software and submit your report within the [Minnesota Pay Equity Management System](#). At the log in screen, you may want to print the [Pay Equity Software Instructions](#) before starting. Once you have accessed the system you will be able to view or copy and edit your previous report(s). The links that follow provide more information if you have questions.

**Links to Other Resource Materials:**

For directions to compile information for the report, please refer to our [Instructions for Pay Equity Reporting](#).

To review or establish job points for your jobs, please refer to the Introduction and Instructions Section of the [State Job Match System](#). Jurisdictions are not required to use the State Job Match although it is necessary to identify the job evaluation system used when completing the Pay Equity Implementation Report.

For an explanation of compliance requirements and to understand test results produced by the software, refer to our [Guide to Understanding Pay Equity Compliance and Computer Reports](#).

These materials and additional resources are also accessible by visiting our [Local Government Pay Equity website](#).

Read the resource materials carefully as they answer many questions commonly asked about the program. After reading all the instructional materials, if you have questions, please send an email to [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us). Due to the large number of emails, we ask for your patience. We will respond as soon as possible.

Attached is the Pay Equity Notice form for official posting. If you use some other form, that form must include all the information found on the Pay Equity Notice form.

Once review of your report is complete, you will receive a notice informing you whether your jurisdiction is “in compliance” or “out of compliance.” No penalties or other negative consequences will occur before you receive that notice.

Jurisdictions receiving a notice of non-compliance will have an opportunity to make adjustments to achieve compliance. A jurisdiction which remains out of compliance past the grace period specified in the notice of non-compliance will receive a second notice of non-compliance and will be subject to a penalty. The penalty is a five percent reduction in state aid payments or \$100 per day, whichever is greater.

Thank you for complying with the 1984 Local Government Pay Equity Act.

Cyndee Gmach  
Pay Equity Coordinator  
[pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)  
651-259-3623

Posting date:

**Jurisdiction Name:**

## **NOTICE**

### **2016 Pay Equity Report**

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999. The report must be submitted to the department by January 31, 2016.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(local contact person's name, address, telephone)

**For more information about the state pay equity law, you may contact:**

[pay.equity@state.mn.us](mailto:pay.equity@state.mn.us)

Pay Equity Office  
Minnesota Management & Budget  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155